



## DIPLOMA

# DIPLOMA IN ADMINISTRATION IN BUSINESS CO-OP

AVAILABLE IN  
VANCOUVER

- Gain a solid foundation in administration skills for business and prepare for entry into the world of business
- Improve key skills needed for success in a business environment such as communication, teamwork, prioritizing and problem solving
- Programs taught by industry professionals and highly-qualified instructors
- Strengthen your résumé with Canadian work experience
- Co-op placement service supports students to secure an unpaid co-op position in a field relevant to their studies

## PROGRAM LENGTH

### 50 weeks

24 weeks academic study + 24 weeks unpaid co-op + 2 weeks academic study (post-placement feedback)

## ENTRY REQUIREMENT

- Students who are interested in attending Greystone College must have completed (graduated from) their final year of general schooling or GED, or have mature student status.
- International students must demonstrate an Intermediate 2 level of English with Greystone's online written test and speaking interview. The online written test is exempt if CLB6, IELTS 4.5 or ILSC Intermediate 2 is presented.
- Completion of the Diploma in Office Administration is recommended.
- If an applicant fails to meet the minimum requirements, they cannot be waived by either the institution or the student.

## 2014 START DATES

Jan 27, Feb 24, Mar 24, Apr 21, May 20, Jun 16, Jul 14, Aug 11, Sep 8, Oct 6, Nov 3, Dec 1

## 2014 FEES

Registration fee:	\$125
Material fee:	\$500
Tuition:	\$8,190
Co-op Service fee:	\$825

*The student is responsible for the payment of any government fees related to the application for a work permit and the extension of study permit.*

### Co-op Service fee includes:

Documentation support, government fees related to the application or extension of study and or coop work permits, interview and job preparation, résumé building, explanation of government reporting procedures, arranged interviews for unpaid co-op positions, and monitoring during the placement portion of the program.

*All fees are in Canadian dollars.*

## PROGRAM DESCRIPTION

The Administration in Business Co-op Diploma provides learners with a diverse range of skills and knowledge. Students will cover a range of topics to prepare them for a variety of business industry positions such as customer service advisor, clerical worker, data entry operator, information desk clerk, office junior, receptionist and more. Students will develop the technical skills they need for business, as well as critically important soft skills, like communication and teamwork, that employers seek.

Successful graduates of the program will be able to apply a broad range of competencies in varied work contexts, using some discretion, judgment and relevant theoretical knowledge. They will be able to provide technical advice and support to a team.

## PROGRAM SCHEDULE

### ACADEMIC STUDIES

Students will benefit from qualified instructors with years of experience in the industry.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM–12:00 PM	Class				
12:00 PM–1:00 PM	Lunch				No class
1:00 PM–2:30 PM	Class				
2:45 PM–4:00 PM	Work Placement class—students will attend the Work Placement class for <b>4 weeks</b> , during their fifth month of study in order to prepare for their co-op placement				

### CO-OP WORK PLACEMENT

Co-op work placements are unpaid, and must align with the learning objectives of your program to qualify you for graduation. Greystone co-op coordinators will arrange interviews for you with potential employers who can provide unpaid co-op positions relevant to your program. The Work Placement Skills course will help prepare you for success in your interviews, and on the job. Co-op placement hours cannot exceed study hours—the program is designed to allow students to work an average of 21 hours per week.

### POST PLACEMENT ACADEMIC STUDY

Students must return for a 2-week course after completion of the co-op placement.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 AM–12:00 PM	Class				
12:00 PM–1:00 PM	Lunch				No class
1:00 PM–2:30 PM	Class				



EDUCATION  
GROUP

EMPOWERING THROUGH EDUCATION

LANGUAGE SCHOOLS

COLLEGES

TEACHER TRAINING

CORPORATE TRAINING

CONTINUING EDUCATION

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## DIPLOMA IN ADMINISTRATION IN BUSINESS CO-OP COURSES

	COURSE NAME	LENGTH	DESCRIPTION
CORE PROGRAM COURSES	<b>Contribute to Effective Workplace Relationships</b>	<b>4 weeks</b>	In this workplace-centered course, students will learn how to gather information and maintain effective working relationships and networks, with particular focus on developing communication skills and understanding how to best represent an organization's goals, values and culture in daily interactions.
	<b>Organize Personal Work Priorities and Development</b>	<b>4 weeks</b>	In this workplace-centered course students will learn to efficiently organize their own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.
	<b>Write Basic Documents</b>	<b>4 weeks</b>	In this workplace-centered course, students will learn how to plan, draft, review and finalize basic documents.
	<b>Customer Relationship Management</b>	<b>4 weeks</b>	In this workplace-centered course, students will learn how to identify customer needs and monitor service provided to customers to ensure customer satisfaction.
	<b>Teambuilding Skills and Innovation</b>	<b>4 weeks</b>	In this workplace-centered course, students will learn how to be effective and proactive members of an innovative team.
	<b>Document Design and Production</b>	<b>4 weeks</b>	In this workplace-centered course, students will learn how to design and produce various business documents and publications. Students will become familiar with selecting and using a range of functions on a variety of computer applications.
CO-OP PREPARATION	<b>Work Placement Skills</b>	<b>4 weeks</b>	In this course, students will prepare for the Canadian workplace. This course is very useful to students registered in a co-op program. It rapidly prepares students to apply for jobs and ensures their résumés and cover letters are to the business standard. Additionally, it helps students through the process of applying for a tax file number (SIN).
POST CO-OP FOLLOW UP	<b>The Next Step</b>	<b>2 weeks</b>	This course follows up with students after their work placement. It provides the student with a new perspective of their goals and achievements and prepares them to take the next step when they leave the program.

### CO-OP POSITIONS COULD INCLUDE THE FOLLOWING

- Customer Service Advisor
- Clerical Worker
- Information Desk Clerk
- Administration Assistant Coordinator
- Data Entry Operator
- Receptionist/Secretary